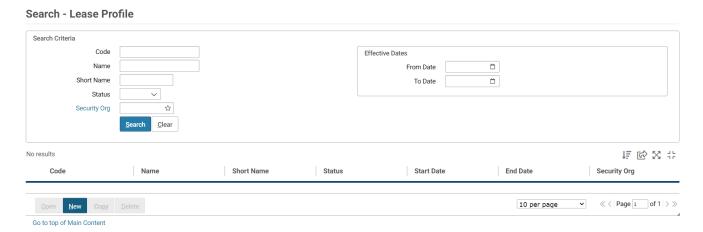


Create a New Lease Profile for Leases Paid Monthly

- 1. From the Pegasys menu bar, select **Reference** \rightarrow **Document** \rightarrow **Lease Profiles**.
- 2. Select New.

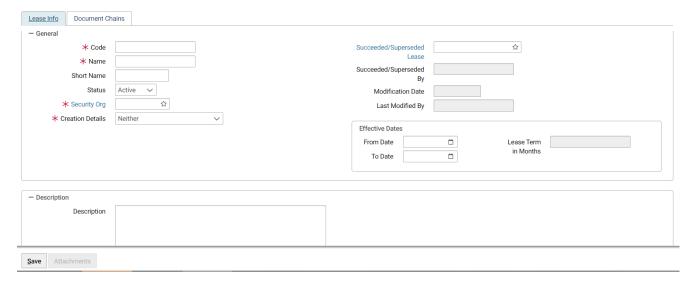
Figure 1: Search Lease Profile



- 3. Enter the **Lease Code** in the **Code** field.
- 4. Enter the Lease Name in the Name field.
- 5. Enter property identification information in the **Short Name Field**.
- 6. Enter **GSA** in the **Security Org** field.
- 7. Allow the **Neither** option in the **Creation Details** drop-down list box to default.
- 8. In the Effective Dates group box, enter or select on the **From Date** and **To Date** fields to select the dates the lease profile should begin and end.
- 9. Select the **Document Chains** tab to display.

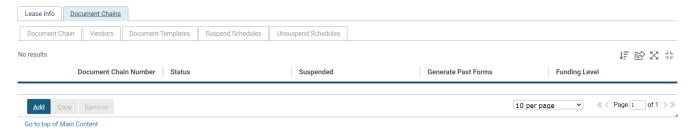


Figure 2: Lease Info Page



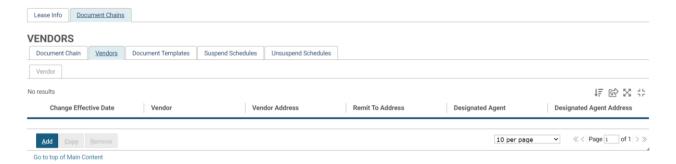
10. Select **Add** and the Document Chains page will display.

Figure 3: Document Chains Tab



- 11. Select the Generate Past Forms checkbox.
- 12. Select the **Vendors** tab.
- 13. Select **Add** and the Vendors page will display.

Figure 4: Vendors Tab

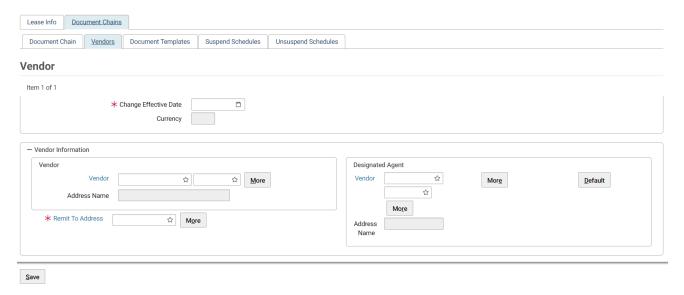


14. Enter the **Change Effective Date**.



- 15. Enter or search for the **Vendor Code**.
 - a. To search for the Vendor Code, select the Code hyperlink to search for a vendor. The Search - Vendor Code page displays. Enter the applicable search criteria and select Search.
 - b. Find the appropriate vendor record, and select the corresponding **Select** button. The Vendor Name field will populate from the Vendor Code that is selected.
- 16. Enter or search for the **address code** in the **Remit To** field.
- 17. Enter or search for the **vendor code** in the **Designated Agent** field, if necessary.

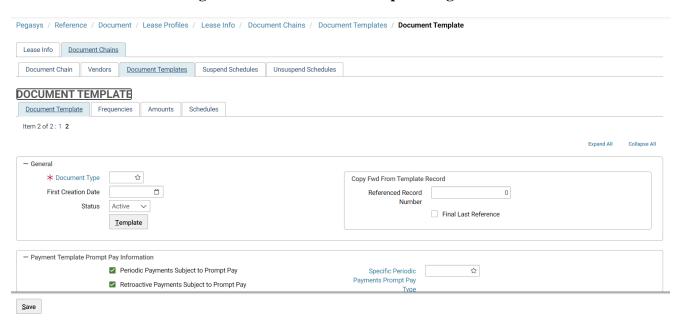
Figure 5: Vendors Page



- 18. Select the **Document Templates** tab.
- 19. Select the **Add** button.



Figure 6: New Document Template Page

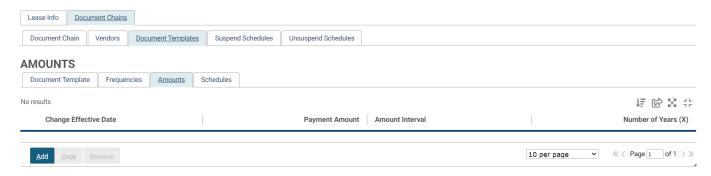


- 20. Enter **LO** or **LP** in the **Document Type** field.
- 21. Enter the **First Creation Date**.

NOTE: The Periodic Payments Subject to Prompt Pay and Retroactive Payments Subject to Prompt Pay checkboxes will be selected by default. To use a specific prompt pay type, enter LEASE or STD (depending on the chain and type of payment) in the Specific Periodic Payments Prompt Pay Type and Specific Retroactive Payments Prompt Pay Type fields. If left blank, the default prompt pay type will be used.

- 22. Select the **Amounts** tab.
- 23. Select Add.

Figure 7: Add Amount

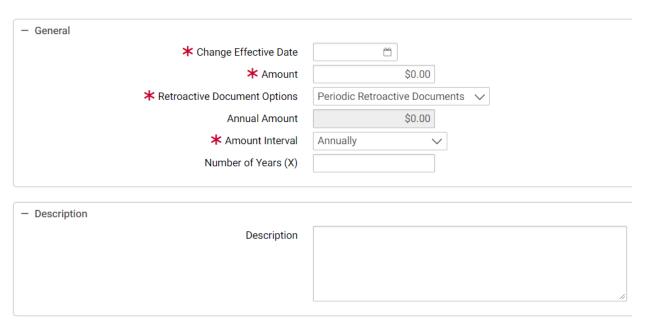


- 24. Enter the **Change Effective Date**.
- 25. Enter the amount in the **Payment Amount** field.



- 26. Select **Periodic Retroactive Documents** from the **Retroactive Document Options** drop-down list.
- 27. Select **Annually** from the **Amount Interval** drop-down list.

Figure 8: Amount Fields



Go to top of page

28. Select **Save** to update the Lease Profile.

NOTE: An error message will be displayed unless at least one document template is added to the Lease Profile. For steps to create a document template, please see the Lease Payment Document Template QRG or Lease Commitment Document Template QRG.